



**Contra
Costa
County**

To: Board of Supervisors
From: Marla Stuart, Employment and Human Services Director
Date: June 7, 2022

Subject: Contract Amendment #2 with Robert Half International Inc. for Temporary Administrative Support Staff Services

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with Robert Half International Inc. for continued provision of a Technical Writer/Fiscal Analyst, and to extend the term to December 31, 2022 with no change to the payment limit of \$369,088.

FISCAL IMPACT:

\$369,088: Funded with 60% Federal, 34% State, and 6% County revenue. No change to the contract payment limit, all of which has been budgeted in FY 2021-22 and FY 2022-23.

BACKGROUND:

The Employment and Human Services Department (EHSD) has been searching for a temporary technical writer with fiscal expertise to document EHSD's fiscal processes flow. There are no positions within the Fiscal Unit who currently perform this type of work. In March of 2020, EHSD reached out to other temporary employment agencies. Robert Half International was the only agency to propose a resource with the broad knowledge of fiscal operations and technical fiscal writing as well as experience in interviewing fiscal staff and recording operational information in technical terms. This position will not continue beyond

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/07/2022** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: June 7, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: Antonia Welty, Deputy

Contact: V. Kaplan, (925)
608-5052

cc:

the completion of the project.

This Contract contains modified indemnification language. This Contract has been approved by County Counsel and Risk Management.

The original contract in the amount of \$198,448 was approved on January 19, 2021 ([_](#)

BACKGROUND: (CONT'D)

C.44). Contract Amendment #1 was approved on January 11, 2022 ([C.64](#)) and increased the payment limit to \$369,088 and extended the term of the contract from 12/31/2021 to 06/30/2022. This Amendment #2 extends the term from 6/30/2022 to 12/31/2022 with no change to the payment limit.

CONSEQUENCE OF NEGATIVE ACTION:

EHSD Fiscal Unit does not have staff with the technical expertise to develop and create documentation for fiscal procedures and protocols.